



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **Vacancy Announcement**

<b>POSITION:</b>	<b>LIBRARY TECHNICIAN</b>
<b>DEPARTMENT:</b>	<b>Senate Library</b>
<b>SUMMARY:</b>	See Attached Position Classification
<b>SALARY RANGE:</b>	<b>\$34,028 - \$52,743</b>
<b>CONTACT:</b>	Human Resources Room SH-231B Hart Building Fax: 202-228-3603
<b>POSTING DATE:</b>	<b>February 19, 2009</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>March 5, 2009</b> Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please.  <b>* New * E-mail your submission to <u><a href="mailto:resumes@sec.senate.gov">resumes@sec.senate.gov</a></u>.</b> <b>Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.</b>  All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



## LIBRARY TECHNICIAN

### NATURE OF WORK

This is support work providing information resources to Senate and Library staff. Work includes maintaining and controlling collection resources, creating and updating online records, and organizing and filing research materials within the Library and storage areas. Work is bound by Library of Congress and Superintendent of Documents classification systems, MARC bibliographic format and standard office policy and procedures, but requires some independent judgment for setting priorities. Work is performed under the general supervision of the Head of Technical Services.

### ESSENTIAL FUNCTIONS

Tracks and controls Library materials using integrated library system; creates and maintains patron accounts; processes renewals, overdue notices, holds and loan records; compiles circulation statistics; staffs the circulation desk and performs basic reference duties; locates and retrieves materials for library staff and patrons; and assists patrons with use of the collection, printers and readers.

Manages newspaper and periodical collections; maintains the serials module of the Senate's integrated library system; manages the congressional reports and documents collection; and acquires, processes, claims, receives and routes serial titles.

Maintains order, arrangement and condition of library materials; reshelves materials used by library staff and patrons; ensures materials are kept in the correct order; discards outdated and superceded materials as directed by the Head of Technical Services or a Cataloger; monitors book stacks to supplement temperature and humidity control; and reports unfavorable environmental conditions and any questionable condition of materials to Head of Technical Services.

Retrieves and delivers library materials to Senate staff and leadership offices of the House of Representatives; and orders and maintains inventory of office supplies for library staff.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts, requiring normal safety precautions when performing the work. Work requires frequent walking, standing, bending and carrying items 25-50 pounds. Must demonstrate physical mobility and manual dexterity for shelving and retrieval of materials from over head book stacks and microform cabinets. Position requires periodic retrieval of materials from and work in an off-site warehouse storage facility.



## **MINIMUM QUALIFICATIONS**

Work requires an Associate's Degree in an administrative or related field, with one to three years library experience with serials or circulation; or an equivalent combination of education and experience that provides the following knowledge, skills and abilities:

Knowledge of the legislative process, organization and congressional documents.

Knowledge of the Library of Congress and Superintendent of Documents classification systems.

Ability to use computer and relevant computer software packages.

Ability to read, comprehend and follow instructions, regulations, procedures and functions.

Ability to deal with others using tact and diplomacy.

Ability to provide prompt and courteous customer service.

Ability to communicate effectively, both orally and in writing.

## **LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.